

## EQUAL OPPORTUNITY LEADERS COURSE SCHEDULE AND INSTRUCTIONS (FY15)

1. The Equal Opportunity Leader Course (EOLC) is a ten day training course consisting of over 60 hrs of classroom Instructions and Exercises designed to train students to become Equal Opportunity Leaders (EOLs) for their units. It is also designed to ensure individuals selected to perform EOL duties are trained to the same level and standard, regardless of unit type and component. This course provides the minimum training required for EOLs to fulfill their duties and responsibilities. Graduates of this training course will have a better understanding of Equal Opportunity (EO) and how to facilitate discussed topics. They will also be knowledgeable of current trends and strategies necessary to effectively assist their commanders in managing the unit EO program.

NOTE: To enroll for the course, you must submit a ***Training Application, Training Request Form, ERB or ORB and EOL Appointment Orders signed by your Commander.*** *If you are National Guard or Reserve service member and do not have an ERB/ORB, we will accept a Form 2-1 as your official record.* You must submit these documents through your division/brigade/group Equal Opportunity Advisor (EOA), to the 25<sup>th</sup> ID Equal Opportunity office by the suspense date, or they will not be accepted. All students must complete the Values in Action (VIA) Survey (version VIA-120) at <https://viame.org/survey/Account/Register>, prior to start of EOLC. Each student must printout their free character strengths profile (option 3), and bring it to the first day of class. EOA's severing as instructors for the course must take the survey I order to be familiar with it. Each brigade is allocated 3 slots which will be held 60-30 days from course start date, at 29 – 15 days from course start date all slots will then become first come first serve. **No packets will be processed after published suspense date.**

2. The U.S. Army Hawaii EOLC will be conducted at the Army Education Center, 1565 Kulekole Avenue, Yano Hall, Schofield Barracks HI 96857 ( Bldg 560), hosted by 25<sup>th</sup> ID EO Office. In- processing with take in Room 209, 2nd floor. Class dates through FY15 is as follows:

<b>Class #</b>	<b>Start Date</b>	<b>Grad Date</b>	<b>Packets Susp Date</b>
001-15	20 Oct 14	31 Oct 14	07 Oct 14
002-15	26 Jan 15	6 Feb 15	18 Dec 15
003-15	27 Apr 15	8 May 15	24 Mar 15
004-15	13 Jul 15	24 Jul 15	15 Jun 15

3. To attend any of the EOL Courses, personnel must meet the prerequisites in accordance with AR 600-20, Chapter 6-3 1., dated **20 September 2012.**

4. U.S. Army Hawaii units will submit each candidate's name, grade, unit, gender, Ethnicity, phone number, and e-mail address using the Training request Form, School Application. ***Submit the training request form and application through your Battalion S3 (Schools NCO) along with Appointment Orders signed by the Commander, and an Enlisted Record Brief, or Officer Record Brief to the Brigade/Group Equal Opportunity Advisor(EOA)***

*who will prioritize allocations within the brigade/group. Units without a servicing EOA will submit the documentation to the 25<sup>th</sup> ID EO NLT the suspense dates listed above.*

5. Army Reserve and National Guard school/training offices will submit their request in memorandum format with each student's name, grade, unit, gender, ethnicity, phone number, and e-mail address (if available). *Submit the memorandum and appointment orders, both signed by the Commander, to the 25<sup>th</sup> ID EO office NLT the suspense date allocated for the requested class.*

6. Additionally, The EOLC student guide is available at the following website: <http://www.25idl.army.mil/EO/Equal%20Opportunity%20Leaders%20Course.pdf> . All students are required to have the following references on hand during the course: AR 600-20, AR 25-50, TC 26-6, DA PAM 600-35, DA PAM 600-15, and DoD 1350.2.

7. All students will report on the first day of training to the building designated on page one of this document **NLT 0845** for administrative in-processing. Standby students will fill the slots of those individuals who fail to report for the course. Students will attend training per the published course schedule. Students will have after duty-hours assignments and projects. Attendance at each class is mandatory as each class is sequential, building from one step of instruction to the next. Students should be cleared from all **duty rosters, personal appointments, and other unit business** for the duration of the course, with the exception of physical training. Students who fail to meet course standards will be dropped from the course with an administrative deletion notification that will be forwarded to their respective brigade/group commander.

8. Points of contact for these courses are SFC Washington at (808) 655-0386, SFC Cook at (808-655-0053 or LTC Austin at (808-655-1603).

//original signed//  
RITA WASHINGTON  
SFC, USA  
USARHAW/25<sup>TH</sup> ID EO NCOIC